

# URBAN RENEWAL AGENCY

OF THE CITY OF SALEM, OREGON

## North Gateway Toolbox Grant Program Application Affordable Housing Assistance

Maximum Grant Award \$300,000. Grant awards require a dollar  
for dollar match by the applicant.

### 1. APPLICANT

Name:

Address:

Phone:  Email Address:

**Legal Form:**

Sole Proprietorship  Partnership

**Corporation:**  Profit  Limited Liability Company Number of Employees:

In which State(s) are the incorporation and/or organization documents filed?

### 2. JOBS CREATED OR RETAINED

Please indicate the number of people that will perform the project construction and any new jobs that will occupy the space upon project completion.

Through construction:  Permanent new jobs at completion:

### 3. BUILDING/BUSINESS TO BE REHABILITATED

Building Type  Industrial  Commercial  Mixed-Use  Multi-Family

Building Name:

Building Address:

Property Tax Account Number:

### 4. BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS (INCLUDE ATTACHMENTS AS NEEDED):

### 5. BRIEF DESCRIPTION OF PROPOSED PROJECT PHASING IF APPLICABLE (INCLUDE ATTACHMENTS AS NEEDED):

6. GRANT AMOUNT REQUESTED: \$  APPLICANT MATCH: \$

7. SOURCE OF MATCHING FUNDS (Urban Renewal Agency of the City of Salem may withhold approval of this application until information satisfactory to the Agency is provided.):

8. ADDITIONAL FUNDS LEVERAGED: Does this grant leverage additional funds from other sources?

If yes, please describe:

Estimated cost of work funded by other sources: \$

9. REQUIRED SUBMITTALS PRIOR TO FUNDING: All of the following items, if applicable, must be submitted to the Urban Renewal Agency of the City of Salem (Agency) in a form satisfactory to the Agency prior to disbursement of the grant funds:

**Contractor Contract:** The Applicant shall submit a copy of the contract with the Contractor chosen to undertake the rehabilitation work.

**Property Insurance:** For grants over \$5,000, upon completion of improvements and prior to reimbursement, the Applicant shall provide a Certificate of Insurance evidencing property coverage for improvements in an amount not less than the value of the improvements.

**Inspection by Agency:** The Applicant must inform the Agency when work is completed and ready for inspection prior to final disbursement of grant funds to Contractor. Funds shall not be disbursed if the work has not been completed to the satisfaction of the Agency.

**Historic Review:** If the property located in a historic district, listed on the National Registry of Historic Places, or has been designated a historic resource by the City Council, the Applicant must provide evidence that the proposed scope of work has been reviewed and approved by the City of Salem's Historic Landmarks Commission. A comprehensive list of historic places and sites is maintained by the Community Development Department. For more information call 503-588-6173 or visit the Historic Preservation website at <http://www.cityofsalem.net/Residents/SalemHeritagePortal/Pages/HistoricPreservationProgram.aspx>

**Environmental Matters:** The attached scope(s) of work must include any required environmental cleanup. Environmental cleanup may be partially funded by Urban Renewal dollars. It is understood by the grant recipient that the Urban Renewal Agency will be indemnified and held harmless from any and all losses, liabilities, damages, injuries, costs, that may arise from any environmental contamination associated with this project.

**10. GENERAL CONDITIONS:**

**Payment:** The Agency shall not reimburse more than 50 percent of all submitted receipts, and in no case will Agency pay more than the maximum grant amount.

**Completion, Permits, and Inspections:** If required, all work shall be done under a building permit issued by the City of Salem. Upon completion of the work, the property shall be inspected and certified in compliance with all applicable City codes and ordinances. All contractors shall be registered and bonded by the State of Oregon. If applicable, final Agency payment is subject to applicant obtaining Certificate of Occupancy.

The Applicant shall maintain the improvements funded by the grant in good order for a period of at least five (5) years and be dutiful about removal of graffiti and repair of vandalism.

**11. CERTIFICATION BY APPLICANT**

The Applicant understands the Urban Renewal Agency of the City of Salem (Agency), as well as other local agencies and commissions, must approve the proposed improvements. Certain changes, or modifications, may be required by these agencies or the Agency prior to final approval. A Commitment of Funds will not be processed unless Applicant satisfies all program conditions. Funding is contingent upon availability.

The Applicant certifies all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 50-50 matching grant and is true and complete to the best of the applicant's knowledge.

If approved, the applicant hereby authorizes the City of Salem, Oregon, and those acting within the City's authority, to use before and after photographed images of this project, both in print and online.

If the Applicant is not the owner of the property to be rehabilitated, or if the Applicant is an organization rather than an individual, the applicant certifies he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

It is understood that the Agency may verify any of the information contained in this application. It is further understood that all information obtained will be held in strict confidence and used for no other purposes by the Agency.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

**12. OWNER OF PROPERTY (If not applicant) and AUTHORIZATION TO UNDERTAKE WORK:**

Property Owner:

Owner Address:

Building Address:

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

By signing, Owner authorizes applicant to undertake work described and criteria listed in this application.

**RETURN APPLICATION TO:**

Renee Frazier, Financial Services Supervisor  
350 Commercial Street NE, Salem, OR 97301  
503.540.2471

## **North Gateway Grant Application Check List**

The following documents must be provided prior to the issuance of a commitment letter

1. Completed, signed grant application
2. Evidence of property ownership – as reflected by Marion County property records
3. If property is owned by an LLC or other form of organization, formation documents showing who is able to sign on behalf of the organization must be provided
4. Evidence that real property taxes are current
5. Evidence of matching funds – a bank statement showing cash on hand, or documentation from a lender that a line of credit is available or loan funds have been approved
6. Evidence of property insurance
7. Construction bids, or quotes for equipment purchase, documenting the total cost of the proposed project

